

UNITED STATES DISTRICT COURT - DISTRICT OF COLUMBIA



JOB OPPORTUNITY NUMBER: #04-08

POSITION: Procurement and Facilities Assistant

LOCATION: Washington, DC

Opening Date: May 17, 2004

Closing Date: Open until filled.

CLASSIFICATION LEVEL/SALARY RANGE: CL 24 (\$30,265 - \$49,247) DOE

POSITION OVERVIEW

The United States District Court for the District of Columbia (USDC – DC) is accepting applications for the position of Procurement and Facilities Assistant. This is a professional, highly visible position that provides customer support for a wide range of needs. This position requires excellent communication skills, exceptional customer service skills, teamwork, initiative and attention to detail. This position reports to the Chief Deputy for Administration.

DUTIES AND RESPONSIBILITIES

Demonstrates exceptional customer service skills and attention to detail.

Provides office phone coverage for Administrative Services and the Office of the Clerk.

Receives, reviews, processes, and prepares vouchers for payment of all telecommunication invoices.

Assists in the procurement of supplies, equipment and miscellaneous services.

Locates sources of supply for routine and emergency purchases.

Purchases consumables and maintains purchasing records.

Contacts vendors and prepares bids.

Creates purchase orders and vouchers for payment and maintains records.

Creates procurement file folders.

Checks deliveries and invoices against purchase orders for type, quantity, and condition.

Reviews invoices and other requests for reimbursement for legitimacy and accuracy, including possible duplicate invoicing.

Reviews any unpaid orders over 60 days old, investigates and submits report.

Answers and logs GSA requests/service calls.

Maintains schedule/reservations for courtroom equipment.

BACK UP DUTIES

Receives, sorts and delivers incoming mail.

Assists staff with minor equipment problems; i.e. jams in the mail meter machine, folding and stuffing machine, paper shredder, and copy machines.

Handles emergency requests for interpreters and maintains schedule.

Performs other duties as assigned.

Factor 1, Job Requirements:

General knowledge of vendors and their locations, and ability to negotiate with vendors to ensure that the court receives the highest quality of goods and services at the lowest possible cost. Ability to effectively communicate with staff to determine actual needs. Ability to work within strict time frames and respond to customer requests on short notice. Ability to complete a variety of forms used in the procurement and voucher process. Ability to maintain complete and accurate records and files. Proficiency in the use of a personal computer and associated software.

Factor 2, Scope and Effect of Work:

The work affects mainly the judges, chambers staff and the Clerk's Office staff of the United States District Court for the District of Columbia. Office supplies and forms are necessary to perform basic functions, and the court depends on the Procurement and Facilities Assistant to provide the needed material. Properly completed and timely submitted payment vouchers allow the financial section at the United States District Court to process payments immediately without having to telephone with questions or return vouchers for corrections.

Factor 3, Complexity:

Working in conjunction with the Procurement and Facilities Specialists, will ensure that the procedures for different types of procurement are correctly applied, and that expenses are kept within each allotment, are somewhat difficult tasks. Satisfying the needs of staff, frequently on very short notice, is difficult.

Factor 4, Work Parameters:

The Procurement and Facilities Specialists are available to the Procurement and Facilities Assistant for direction and guidance. The Procurement and Facilities Assistant has some latitude in determining which tasks receive priority. The procurement section of the *Guide to Judiciary Policies and Procedures* serves as a reference. Past practices generally serve as guides. In conjunction with the Procurement and Facilities Specialists, the Procurement and Facilities Assistant has some latitude to negotiate with vendors and make purchases after determining that the necessary funds are available.

Factor 5, Personal Interactions:

The Procurement and Facilities Assistant interacts on a daily basis with staff of the Clerk's Office, with judges and chambers staff, to ensure that their procurement and facilities needs are being met. Daily contact is made with vendors for the purpose of placing orders, receiving cost estimates, requesting services, discussing billing, or addressing problems. The Procurement Assistant may have some contact with department managers regarding maintenance of records of expenditures. Contact may also be made with the AO and the Office of the Circuit Executive regarding procurement regulations, contracts, and other procurement issues.

Factor 6, Environmental Demands:

Work is performed in an office setting. Lifting of boxes and moving of equipment may be required. Must be able to sit and or stand for extended periods of time. Requires frequent mobility.

QUALIFICATIONS

One year of general clerical experience. Must be customer service oriented, able to follow-through on projects, meet short deadlines, detailed oriented, organized, able to multi-task. Requires strong written and verbal communication skills. Must be able to work with minimal supervision. Must promote and maintain conditions that encourage teamwork, initiative and positive morale. Must be computer literate. WordPerfect, Excel, Lotus Notes and Access preferred. Use of specialized terminology and ability to apply a body of rules, regulations, directives, or laws, such as might be found in a law office, banking firm, insurance company, real estate office or in a court in the judicial system a plus.

EDUCATION

H.S. Diploma or equivalent required. College degree preferred. Spanish is a plus.

BENEFITS

This position is covered by the Court Personnel System. A generous benefits package is available to full-time permanent employees which may include:

- 10 paid holidays per year
 - Paid annual leave in the amount of 13 days per year for the first three years, 20 days per year after three years, and 26 days per year after fifteen years
 - Paid sick leave in the amount of 13 days per year
 - On-site Fitness Facility
 - Retirement benefits
 - Optional participation in Thrift Savings Plan
 - Optional participation in choice of Federal Employees' Health Benefits
 - Optional participation in choice of Federal Employees' Group Life Insurance
 - Optional participation in the Flexible Benefits Program
 - Optional participation in the Commuter Benefit Program
 - Metro Accessible
 - Optional participation in Long-Term Care Insurance
 - Optional participation in private long-term disability plan
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CONDITIONS OF EMPLOYMENT

Employees must be United States citizens or eligible to work in the United States.

Employees of the United States District Court are **Excepted Service Appointments**. Excepted service appointments are at will and can be terminated with or without cause by the court. Final candidates will undergo a background check.

Employees are required to use the Electronic Fund Transfer (EFT) for payroll deposit.

APPLICATION INFORMATION

Applicants must submit a cover letter, detailed resume, and writing sample to the following address:

**Human Resources
United States District Court for the District of Columbia (#04-08)
Suite 1820
333 Constitution Avenue, NW
Washington, DC 20001**

or e-mail to dcd_humanresources@dcd.uscourts.gov

The interview process will begin on or about June 7, 2004.